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Distribution of Support Documents - Completed staff study was forwarded to the Acting DD/A concerning the distribution of Department of Defense support documents within CIA and to overseas areas. Verbal approval has been received and copies have been forwarded to the DD/P for dissemination in overseas areas. Copies will be forwarded to the Acting DD/A for distribution to organizational elements of CIA in Washington.

2. Projects and Studies in Process

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b. Submission of Materiel Requirements - (completed item)

Final review has been made of the instructions to be utilized by echelons overseas in the submission of requirements. Final draft of these instructions have been transmitted to the DD/P-Admin. with recommendation that they be published as a Clandestine Services Notice. These instructions provide for submission of the next forecast of requirements to the area divisions in Washington by 1 April 1954 and to the Logistics Office by 15 April 1954.

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3. Staff Items of Interest

a. Substitution of Procurement Commitments - (new item)

A study is in process concerning the substitution of commitments for [redacted] in the FY-53 Procurement List for other items and a reduction in the quantities for the same item due-in on the FY-52 Contingency Fund List.

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c. Strike of Longshoremen - (new item)

Longshoremen in the area of the Port of New York Authority went out on strike at midnight, 30 September 1953. When it became evident that a strike might be called, action was taken to ship all materiel ready for shipment before the strike became effective. A review has been made to evaluate the shipping

4. Administration

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a. Basic Intelligence Course (SUP) - (continued item)

The Logistics Office presentation in the next Administrative Support Course has been scheduled for 15 October 1953.

b. Evacuation Plan - (new and completed item)

Fire and Air Raid Evacuation Plans for Quarters Eys have been forwarded to the CIA Safety Officer and distributed to all personnel concerned.

c. Community Chest Drive - (new item)

Key workers have been appointed throughout the Logistics Office and each employee will be contacted in an effort to insure a successful campaign which begins on 5 October 1953.

5. Transportation Division'

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